



Instructions for applying for a Village of Lincolnshire Retail Liquor License

Applications and Renewal Forms for a retail liquor license should be submitted to the Lincolnshire Police Department.

Applicants filing an Initial Application or Change in Ownership for a Retail Liquor License will need to complete the application and remit a \$250.00 non-refundable application fee. This \$250.00 will be applied towards the cost of the license, if approved.

Applicants filing a Renewal for a previously issued Liquor License will need to complete the Liquor License Renewal form. There are renewal forms for both corporations and individuals/partnerships.

The following information must be submitted along with the application:

Initial Application or Renewal for a Liquor License:

1. A copy of the applicant's current Lake County Health Department Food Service Permit.
2. A copy of the applicant's current State liquor license issued by the Illinois Liquor Control Commission. ***It is the license holder's responsibility to provide a copy of the current State Liquor License upon its renewal.***
3. A copy of the Liquor Liability Insurance Policy covering the period of the license. ***It is the license holder's responsibility to provide a copy of the current Certificate of Insurance upon its renewal.***
4. If the day to day business operations are conducted by a manager or agent, the Manager/Agent Form must also be submitted. ***Village Code requires that the manager/agent or owner reside in Lake County, Illinois. It is the license holder's responsibility to provide notification of any change in manager/agent within seven (7) days.***
5. Indicate whether entertainment will be provided on the licensed premises, and what types of entertainment acts are anticipated to perform during the license year. If so, an annual \$100.00 entertainment fee applies pursuant to Section 3-3-8 of the Lincolnshire Village Code.

Initial Application for a Retail Liquor License also requires:

1. If the applicant is a Corporation, a current, true and correct copy of the Charter of the Corporation.
2. A Land Trust Disclosure Statement, if the property is held in a Land Trust.
3. A copy of the applicant's Deed or Contract for Deed, if the applicant owns or is a Contract Purchaser of the property for which the license is sought.
4. A copy of the Lease of Premises, if the applicant is a tenant.

Return the completed applications with your payment to cover the application fee or, if a license renewal, the full license fee.

Upon receipt of an application or renewal form, the Department of Community and Economic Development will contact the business manager to set up a liquor license inspection to ensure that the location is in conformity with all applicable building and zoning codes, ordinances and regulations of the Village.

Once all requirements have been met, the liquor license application will be presented to the Village Board for approval and, if approved, the license will be issued.

Refer to the Liquor Control section of the Lincolnshire Village Code for more information.